

INSTRUCTIONS FOR CREDITOR MATRIX DISKETTE (Ver. 11/04/03)

If using a third party software package (i.e. Best Case Solutions, Specialty, EZ-Filing for Windows, Top Form):

1. Save the creditors to a diskette. Name the file, i.e. creditor.txt.
2. Close your program and open your word processing package.
3. Open the creditor.txt file and check the following:
 - ✓ Text is **NOT** all caps – needs to be keyed as would in a document (i.e. Smith)
 - ✓ Single column
 - ✓ Two blank spaces between each creditor
 - ✓ Second line of each creditor must be either a street address number or a P.O. Box with the periods (e.g. 200 South Main Street or P.O. Box 241)
 - ✓ Last line of each creditor must be in the format City, State (two-letter abbreviation) Zip (e.g. Tallahassee, FL 32301)
 - ✓ No account numbers may be included in creditor information
4. Choose 'Save As' function in your word processing software. In most software packages, there will be a box that will indicate the format of the document (e.g. Word Document, WordPerfect 6/etc.). This box is usually right underneath where you enter in the name of the file.

The file format should then be selected to be one of the following (depending on your software):

- ✓ ASCII DOS Text
- ✓ Plain DOS Text
- ✓ Text Only

These are the only formats that will be accepted. When you have selected the correct format, save the file.

If you are not using third party software:

1. Open your word processing software and enter in the creditor information making sure that there is:
 - ✓ Use of regular text and **NOT** all caps (i.e. Smith)
 - ✓ One column of information only
 - ✓ Two blank spaces between each creditor
 - ✓ Second line of each creditor must be either a street address number or a P.O. box with the periods (e.g. 200 South Main Street or P.O. Box 241)
 - ✓ Last line of each creditor must be in the format City, State (two-letter abbreviation) Zip (e.g. Tallahassee, FL 32301)
 - ✓ No account numbers may be included in creditor information
2. Choose 'Save As' function in your word processing software. In most software packages, there will be a box that will indicate the format of the document (e.g. Word Document, WordPerfect 6/etc.). This box is usually right underneath where you enter in the name of the file.

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